

U.S. Bankruptcy Court, District of DE

E-Filing Don'ts

Ex. #	Sample of Incorrect Filing with Explanation of Problem
1	<p>Certification of Counsel Re: Docket Nos. 6545 and 6584 (related document(s) 6545) Filed by ABC Corporation. (Jones, Janice)</p> <p>Problem: No description was given of the name of the related document(s) (i.e. what is this Certification of Counsel for?); do not type the related document numbers (they will appear when you refer to an existing event).</p>
2	<p>Notice of Withdrawal of Proofs of Claim Filed by ABC Corporation (Jones, Kristi)</p> <p>Problem: The wrong category [Notice of Withdrawal] was chosen. Should have chosen [Bankruptcy] > [Claim Actions] > [Withdrawal of Claim].</p>
3	<p>Motion to Allow Claims <i>Motion of the State Department of Health for an Order Allowing and Requiring Immediate Payment of its Administrative Claim (Notice, Exhibit A, Proposed Order, Certificate of Service with List)</i> Filed by State Department of Health. Hearing scheduled for 8/3/2004 at 02:00 PM at U.S. Bankruptcy Court, District of Delaware, 824 Market Street, 3rd Floor, Wilmington, DE 19801. Objections due by 7/26/2004.. (Jones, Stephen)</p> <p>Problem: The Notice of Hearing, Proposed Order, Certificate of Service and Exhibit should have been added as separate attachments; The wrong category [Motion to Allow Claims] was chosen. Should have chosen [Bankruptcy] > [Motions/Applications] > [Payment of Administrative Expenses/Claims - Motion].</p>
4	<p>Certificate of No Objection Regarding Docket No. 917 (related document(s) 917) Filed by ABC Corporation (Jones, Thomas)</p> <p>Problem: No description was given of the name of the related document(s); doc numbers should not be typed in.</p>
5	<p>Certificate of No Objection Regarding Docket No. 919 Filed by Trust Company (Jones, Thomas) (Entered: 07/02/2004)</p> <p>Problem: No description was given of the name of the related document(s); was not related to an existing event (the doc #s were typed in).</p>
6	<p>Notice of Agenda of Matters Scheduled for Hearing on July 8, 2001 at 12:30 p.m. Filed by Trust Company Hearing scheduled for 7/8/2001 at 12:30 PM at US Bankruptcy Court, 824 Market St., 6th Floor, Wilmington, DE. (Attachments: # 1 Certificate of Service) (Jones, Thomas)</p> <p>Problem: Duplicate info. - hearing info. was entered when prompted for and then typed in as well.</p>
7	<p>Notice of Service Notice of Service (Re: D.I. 1359 - Notice of Agenda of Matters Scheduled for Hearing on July 12, 2004 at 2:00 P.M.) (related document(s) 1359) Filed by ABC Corporation (Jones, Gregory)</p> <p>Problem: Duplicate info typed in</p>
8	<p>Motion for Relief from Stay. Fee Amount \$150. Filed by ABC Corporation. Hearing scheduled for 8/3/2002 at 02:00 PM (check with court for location). Objections due by 7/27/2002.. (Attachments: # 1 Exhibit Exhibit "A" # 2 Exhibit Exhibit "B" # 3 Notice Notice of Motion to Lift Stay # 4 Proposed Form of Order Order to Motion to Lift Stay # 5 Certificate of Service Certificate of Service & Service List) (Jones, Robert)</p> <p>Problem: Duplicate info typed in</p>
9	<p>Objection to ABC CORPORATIONS MOTION TO MODIFY INTERIM COMPENSATION PROCEDURES WITH RESPECT TO THE RECHARACTERIZATION ACTION (related document(s) 840) Filed by OFFICIAL COMMITTEE OF UNSECURED CREDITORS (Attachments: # 1 Certificate of Service) (Jones, Thomas)</p> <p>Problem: Text is in all caps (please do not use all caps)</p>
10	<p>Objection to /Objection of Official Committee of Unsecured Creditors to Motion of ABC Corporation to Terminate Exclusivity and Statement in Support of Debtors' Second Motion to Extend Exclusivity (related document(s) 1022) Filed by Official Committee of Unsecured Creditors (Attachments: # 1 Certificate of Service) (Jones, John)</p> <p>Problem: Duplicate info typed in</p>